

IADD Regional Vice Presidents' Chapter-Related Responsibilities

In order to maintain an effective Chapter that meets its goals and objectives, it is important that the Chapters have guidance from their designated Regional Vice Presidents to support them in the management of their Chapters. The following is a checklist of recommended tasks that the Regional Vice Presidents should follow regarding Chapter-related responsibilities:

Annual Tasks

- Ensure that the Chapter forwards required financials statements to the Member Relations Coordinator as noted in the *Legal & Financial Procedures Toolkit*.
- Ensure that the Chapter forwards updated Chapter Officer Roster following Chapter elections or if a change occurs in the Chapter leadership.

Quarterly Tasks

- Perform quarterly courtesy check-in with IADD President via telephone or email. Report on any of the following information:
 - Upcoming Chapter meeting dates.
 - Upcoming Chapter officers' conference calls/meetings.
 - Any officer changes.
 - Any current issue Chapter has expressed concerns.
- Notify Chapter Chair of any Executive or Board-approved decisions that affect Chapters.
- Obtain current Chapter financial balance. (*Applicable only to those Chapters that currently maintain their own financials - Canadian-American, New England, Mid-Atlantic and South*).
- Inquire if there have been any officer changes.
- Notify Member Relations Coordinator of the above information via telephone or email.
- Provide written report prior to Executive meetings.

Monthly Responsibilities (General)

- Perform monthly courtesy check-in with the Chapter Chair via telephone or email:

- Inquire if Chapter has scheduled any upcoming meetings and events (note meeting details – date, time, location, subject).
 - Inquire if Chapter officers have scheduled any upcoming Chapter officers' meetings or conference calls.
 - Inquire if Chapter has any current issues that require assistance from the Regional Vice President.
 - Confirm with Chapter Chair that they have reviewed the current month's Chapter Management Tip. Inquire if the Chapter Chair has any questions or concerns regarding the Tip.
- Notify Member Relations Coordinator of the above information via telephone or email.

Miscellaneous & General Tasks

- Attend Chapter Officer Leadership Training when scheduled.
- In general, the Regional Vice President should ensure that the Chapter is aware of IADD policies and procedures and assist them if questions arise regarding IADD policies and procedures or direct them to the appropriate source for assistance.
- If at all possible, Regional Vice Presidents should attend Chapter meetings in their region.